

By-Laws and Rules of Order

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—OF THE—

Odd-Fellows'
Funeral Aid
Association
of British Columbia



**Adopted by the Grand Lodge of British
Columbia, I. O. O. F., June 9th, 1910**

FUNERAL AID ASSOCIATION OF B. C.

BY-LAWS AND RULES OF ORDER

ARTICLE I.

Title and Object

Section 1. This Association shall be entitled The Odd Fellows' Funeral Aid Association of British Columbia, by which name it shall be known.

Sec. 2. The object of this Association is to secure to the relatives only of deceased members of this Association such pecuniary aid as may be provided by these laws, and such as may hereafter be made, for the purpose of assisting to defray the expenses of and incidental to the funeral of such deceased members, and for the relief of their families.

Provided, however, if the member has no relatives that it may be ordered that the benefit be paid to the member's lodge or the Odd Fellows' Home Fund, after first paying funeral expenses.

ARTICLE II.

Membership and Admission Fees

Section 1. Any member in good standing, namely, not owing over three months' dues in any duly constituted Lodge of the I. O. O. F. who, desiring to become a member of this Association, shall deposit with one of the Directors of this Association the amount required by Section 5, as admission fee, with a proposition signed by him, stating his name, age and place of residence, the name, number and location of the Lodge to which he belongs, the name, relationship and address of the beneficiary, the condition of his health and an agreement that he will submit to and abide by all laws and regulations adopted from time to time by the Association or its Board of Directors, may be elected a member by a two-thirds vote of the Board of Directors present at any properly organized meeting of said Board.

Sec. 2. No application for membership shall be received or acted upon, unless the same is made as herein provided. No applicant shall be eligible for membership unless he is, at the time of his proposal, in sound health, of good moral character and free from arrears in his Lodge.

Sec. 3. Every member shall, in his application, designate a beneficiary, and shall give his or her full name, relationship and address. Where the beneficiary does not reside in the same place as the member, then the certificate shall be made payable to the Lodge of which he is a member, or where he resides, in trust, first to pay all legal

funeral expenses, and the balance, if any, to the named beneficiary.

Sec. 4. The fees for admission shall be as follows:

From 21 to 30 years of age....	\$1.50
From 31 to 40 years of age....	1.75
From 41 to 50 years of age....	2.00
From 51 to 60 years of age....	3.00

ARTICLE III.

Officers—Their Powers and Duties

Section 1. The Officers of this Association shall consist of a President, Vice-President, Secretary and Treasurer, who shall be nominated and elected at the annual meeting of the Association, or an adjournment thereof, from among the members, and the election shall be by ballot, except where there is but one nominee, in which case he shall be declared elected by acclamation. These officers shall hold office for one year, or until their successors are elected, and shall be ex-officio members of the Board of Directors.

Sec. 2. There shall also be elected at each annual meeting or adjournment thereof, in like manner, three Directors, from such Lodges in this Jurisdiction as have members in the Association, who shall hold office for one year, or until their successors shall be elected. These three Directors shall, with the four officers, form the Board of Directors and shall transact all the business of the Association not herein specially provided for. In case any vacancy occur among the officers or directors during the year, the vacancy

shall be filled by the Board of Directors. The Directors shall be chosen so that if possible a quorum shall live at the Head Office.

Sec. 3. There shall also be appointed annually by the Board of Directors, at first meeting after the annual meeting, one member from each Lodge represented in the Association, who shall be termed a Local Director, who shall hold office for one year, or until his successor is elected.

Sec. 4. The President shall preside at all the meetings of the Association and of the Board of Directors. He shall appoint, with the approval of the board of Directors, all officers and committees not herein provided. He shall see that the laws and regulations of the Association are faithfully executed. He shall not vote at any question before the Association or the Board of Directors except at an election, or when there is a tie vote, then he shall have the casting vote. He shall sign all the official papers and all orders drawn on the Treasurer by the Secretary, by order of the Board of Directors, or as provided by these laws, and have a general supervision of the books and accounts of the Secretary and Treasurer. He shall call such meetings as are provided for in Article IV.

Sec. 5. The Vice-President shall exercise all the functions of the President during his absence from the Head Office.

Sec. 6. The Secretary shall keep a record of all the transactions of the Association and the Board of Directors. He shall keep all the books of accounts; he shall receive all the moneys due

the Association, giving his receipt for the same; he shall pay over weekly all moneys in his possession (belonging to the Association) to the Treasurer, taking his receipt therefor; he shall write and send all communications called for by these laws, or directed by the Board of Directors or the President; he shall make a full report in writing of the transactions and conditions of the Association at the annual meeting in each year, and at such other times as the Board of Directors may require. The only proof of money paid to the Secretary which will be recognized by the Association as valid, shall be the receipt of that officer for the same, or the entry of the amount on his books. He shall, within one month after his election, furnish the President with a guarantee company bond for five hundred dollars, for the proper performance of his duties, payable to the President and Treasurer or their successors; cost of such bond to be paid by the Association, and in case of failure to provide such bond his office shall be declared vacant by the President; and he shall receive an amount equal to fifteen cents per annum for each member on the register on 31st December of each year.

Sec. 7. The Treasurer shall receive all the moneys belonging to the Association from the Secretary, giving his receipt therefor, and hold the same, or pay them out, as provided by these laws, or as instructed by the Board of Directors. He shall deposit in the name of the Association in some chartered bank all such money; and whenever the Board of Directors deem it necessary, and so direct the Treasurer, shall, upon an order signed by the President and Secretary,

withdraw from the Bank the amount so called for. He shall within one month after his election, furnish the President with a properly executed bond in the sum of five hundred (\$500.00) dollars, for the proper performance of his duties, from a guarantee assurance company, payable to the President and Secretary, or their successors, cost of said bond to be paid by the Association, and in case of failure to provide such bond, his office may be declared vacant by the President at the next meeting of the Directors. He shall make a full report of the receipts and expenditure of the Association at the annual meeting in each year and also at such other times as the Board of Directors may direct. He shall receive such compensation for his services as the Association may determine.

Sec. 8. The Head Office shall be located in the City where the Secretary for the time being resides.

Sec. 9. The form of application for membership shall be as follows:—

APPLICATION

No.....

To the Officers and Members of the Funeral Aid Association of British Columbia:

Brothers:

Having received a favourable opinion of your Association, and read a copy of your Constitution and By-laws, I ask to be admitted into the Association, and become a member thereof.

I hereby certify that I am in good standing in my Lodge, and that I am in sound health.

If admitted, I promise obedience to the laws and usages of the Association and amendments which shall be made thereto.

I belong to.....Lodge No.....
My age is.....years. My occupation is
..... My P. O. address is
..... (Give street and number).
Make loss payable to my..... (Give
relationship). (Give name in full and address.)

Fraternally

.....
Applicant.

Proposed by

Dated, 19....

A Medical Certificate satisfactory to the Board of Directors and showing the state of the applicant's health shall accompany each application. The cost of such certificate shall be borne by the applicant. The Board of Directors may reject any application and shall not be required to give any reason for so doing.

Sec. 10. The Certificate of standing shall be as follows:

CERTIFICATE OF GOOD STANDING

This is to certify.....is a
member of Lodge No....., I.
O. O. F., and is not in arrears for an amount
exceeding three months' dues.

.....

Secretary.

(SEAL)

Sec. 11. The Certificate of Membership shall be as follows:

No.....

The Oddfellows' Funeral Aid Association of British Columbia:

THIS CERTIFICATE OF MEMBERSHIP

WITNESSETH that the Oddfellows' Funeral Aid Association of British Columbia, in consideration of the representations and agreements made in the application for membership, and the necessary membership fee, in hand paid, and the payment of such further amounts for assessments and expenses as may be required by the By-laws, does hereby issue this Certificate and constitute a member of said Association, with all the rights and privileges of the same.

Under the By-laws now in force, the said Association agrees to pay to his or in the event of the latter person's prior death, to the legal representatives of the said member, as required by the By-laws of this Association, at the Head Office of the said Association, after due notice and satisfactory proof of the death of said member shall have been received and accepted, the sum of

TWO HUNDRED AND FIFTY DOLLARS

and the aforesaid member expressly agrees as follows:

1. To pay all assessments or forfeit membership.
2. To pay annual expense call.
3. To keep the Secretary informed at all times of his proper post office address.

In witness whereof we have hereunto set our hands and affixed the Seal of our Association, this day of, 19....

.....
President.

.....
Secretary.

ARTICLE IV.

Meetings

Section 1. The Annual meeting of the members of this Association shall be held on the Monday preceding the second Wednesday of June in each year, at the same place the Grand Lodge session is held. Special meetings shall be called by the President whenever necessity requires them, or when requested by the Board of Directors, or on the requisition of at least fifty members of the Association. Notice by circular or post card of any annual or special meeting shall be sent to every member of the Association.

Sec. 2. The Board of Directors shall meet once in each month at such time and place as they may determine for the transaction of business, and may be convened in special meeting by the President whenever he may think the interest of the Association requires it, or at the request of three members of the Board. At any meeting of the Board of Directors four members shall constitute a quorum for the transaction of business; and in the absence of the President and Vice-President a President pro tem, shall be elected, who shall exercise all the functions of the President for that occasion.

ARTICLE V.

Funds, Benefits (when and to whom paid)

Section 1. There shall be three funds, known as the Reserve Fund, Benefit Fund and the General Fund, consisting of all moneys now at the credit of these respective funds; of all admission fees after deducting cost of medical examination (if any), twenty-five cents shall go to the credit of the General Fund, and the Balance to the Benefit Fund. The Reserve Fund shall only be used when a second death occurs during the pendency of any call.

Sec. 2. Upon the death of any member in good standing the President and Secretary shall at once sign an order on the Treasurer for the sum of \$250.00, to be paid by the Secretary to the beneficiary of said deceased member, or in case of the prior death of the beneficiary and the absence of further direction, to the wife, children, mother, father, sister or brother of said deceased member in the order named. It is hereby provided that in all cases where the beneficiary does not reside in the same place as the deceased member at the time of his death it shall be incumbent on the Association to see that the funeral expenses are first paid before the balance of the \$250.00 is paid over. Should there be no relative existing to take over such balance it shall, after six months, be paid to the Odd Fellows' Home Fund in this jurisdiction.

Sec. 3. Upon the death of any member, if the amount in the Benefit Fund exceeds \$1,000, no assessment shall be made. If the amount be un-

der \$1,000, there shall become due from every surviving member the sum of one dollar. When this occurs between the first and tenth day of any month, the assessment notice shall be issued at once and be made payable on the last day of the month. When the death occurs between the tenth and the last day of the month the notice shall not be issued until after the first of the succeeding month, but in every case assessments shall become due on the last day of a month. Notice shall be sent to the last registered address of each member on the Secretary's register. When the time for any payment of any assessment expires the Secretary shall send a second notice to all delinquents, giving fifteen days' further time, and imposing a fine of twenty-five cents.

Sec. 4. Such proof of the death of a member of the Association shall be furnished to the Board of Directors as they may deem satisfactory.

Sec. 5. Every member of this Association who may change his place of residence shall notify the Secretary thereof without delay.

Sec. 6. To assist to defray the expenses of the Association there shall be an assessment made yearly, upon each member, of twenty-five cents, to be made at such time as the Directors in their discretion think best, and to be made in like manner and with the same penalties as assessments for Benefit Fund.

ARTICLE VI.

Forfeiture of Membership, etc.

Section 1. Any notice sent, as in the last article provided shall be deemed and taken to be a legal and sufficient notice for the payment of the assessment so called for; and any member failing to pay said assessment within the time named, shall, by such non-payment forfeit his membership in the Association, and all benefits thereof; provided, however, that a member who is temporarily absent from the district or his place of residence, or who resides out of the district aforesaid, shall have such additional time as the Board of Directors may determine.

Sec. 2. Any member of this Association who shall forfeit his membership in the Lodge to which he belongs by expulsion or suspension for cause, shall at once forfeit his membership in this Association. Any member who withdraws from this Lodge and does not affiliate within one year shall also forfeit his membership in this Association. Provided it is expressly agreed that the suspension or expulsion of a Lodge shall not operate to disturb the membership of any member of this Association unless or until the suspension or expulsion of such Lodge shall be confirmed by its Grand Lodge.

Sec. 3. No member of this Association shall be deprived of the benefits of this Association unless as provided in the last two sections.

Sec. 4. Any member having forfeited his membership by failure to pay as provided for, upon

the payment of all arrearages and fifty cents penalty, within one month thereafter, shall thereby become reinstated to membership; any member failing to comply with this provision, can regain membership only by readmission, the same as a newly proposed member.

ARTICLE VII.

Vacancies, Laws, etc.

Section 1. The Board of Directors shall have power to fill such vacancies as may occur in their body by electing a member from the Lodge to which the retiring member of the Board belonged.

Sec. 2. The Board of Directors may adopt such rules and regulations for the government of said Board as they deem necessary, providing they do not conflict with any of these laws and regulations.

Sec. 3. No part of these laws shall be altered, annulled or suspended, except by a two-thirds vote of all the members of the Association, present at an annual meeting, provided that three months' previous notice of such amendment has been placed in the hands of the Secretary and by him sent to every member of the Association by printed notice; and it may be provided that, upon request, a post card vote of the members may be taken upon such amendment. Upon consideration of any amendment it may be proper to further amend the same only, provided such change is germane to the subject proper.

RULES OF ORDER

1. No question shall be stated unless moved by two members, nor be open to consideration unless stated by the President; and when a question be before a meeting, no motion shall be received unless to lay on the table, the previous question, to postpone, or refer or to amend; and shall have precedence in the order in which they are arranged, the first two of which shall be decided without debate.
2. When a blank is to be filled the question shall be first taken on highest sum mentioned, and on the longest time proposed.
3. After any question, except one of the indefinite postponement, has been decided, any two members who voted in the majority may move for a reconsideration thereof, at the same time, or at the next meeting, but no discussion of the question shall be allowed unless reconsidered.
4. All questions, unless otherwise fixed by law, shall be determined by a majority vote.
5. Any member may call for a division of a question when the sense will admit of it.
6. The yeas and nays shall be ordered by the President, and on the call of any three members, duly seconded.
7. Any member may call for the previous question; if seconded by a majority of the members present, all pending amendments shall be cut off, and without debate the members shall decide

the questions, which occur to parliamentary law, which this Association takes as a basis of its regulations, when not inconsistent with its own enactments.

8. Resolutions must be offered in writing if required by the President and Secretary.

9. The term "two-thirds vote" signifies a vote of two-thirds of all the qualified members voting.

10. Every member shall have the privilege of speaking twice on any question under consideration, but not oftener, unless by permission of the President.

BOARD OF DIRECTORS' ORDER OF BUSINESS

1. Within fifteen minutes of the appointed time the President shall call the meeting to order.

2. Calling the Roll of Officers and Directors.

3. Reading minutes of last meeting.

4. Propositions for membership.

5. Reports of Committees of Investigation.

6. Reports of Standing Committees.

7. Reports of Special Committees.

8. Reading of Communications.

9. Presentation of Bills and Reports of Finance Committee thereon.

10. Unfinished business.

11. Miscellaneous business.

OFFICERS OF THE ASSOCIATION, 1910-1911

President

C. S. Keith, P.G.R.....New Westminster, B.C.

Vice-President

J. A. McKay, P.G.R.....Vancouver, B.C.

Secretary

W. C. Coatham, P.G.....New Westminster, B.C.

Treasurer

Thos. Embleton, P.G.M., P.G.R.....Duthie, B.C.

Directors

M. J. Phillips, P.G.....New Westminster, B.C.

Peter Wright, P.G.....Vancouver, B.C.

W. H. Walsh, P.G.P.Vancouver, B.C.

